

# Building Permit & Plan Examination Application

## Village of Heyworth

108 S. Buchanan Street  
P.O. Box 439  
Heyworth, IL 61745-0439  
P: (309) 473-2811  
F: (309) 473-2291



<i>Site Address:</i>	<i>Anticipated Start Date:</i>
	<i>Anticipated Completion Date:</i>
<i>Description of Improvements:</i>	<i>Approximate Square Footage of Improvements:</i>

	<i>Name</i>	<i>Address</i>	<i>Phone</i>
<i>Applicant (required):</i>			
<i>Architect (if applicable):</i>			
<i>Engineer (if applicable):</i>			
<i>Contractor (if applicable):</i>			

	<i>Circle One</i>
<i>Were any zoning variances or variances from engineering design standards granted for this site?</i>	<i>Y      N</i>
<i>If so, please enumerate each variance and the date each variance was granted:</i>	<i>Date(s):</i>
<i>Is the valuation of the improvements less than or equal to \$500?</i>	<i>Y      N</i>

<i>The Village requires a submittal of plans and, if applicable, specifications for all structures intended for occupancy.</i>	<i>Plans</i>  <input type="checkbox"/>	<i>Sketch</i>  <input type="checkbox"/>
<i>For all other improvements, please sketch the lot and improvements to scale (showing dimensions) with direction of north shown with an arrow. Identify streets, show easements and use, and buildings or setback lines. Show distances from property lines to buildings and distances from the improvements to accessory structures, etc. Also, show an elevation view(s) of the improvements to scale (showing dimensions).</i>		
Empty space for sketching		

<p style="text-align: center;"><b><u>Responsibility for Damage</u></b></p> <p>The owner and/or applicant shall be responsible for all contractors that are performing construction activities on subject property and any damage that might be caused to the streets, curb and gutters, sidewalks, watermain and line and grade of ditches and sewer. The owner and/or applicant shall be liable for the repair to the satisfaction of the Village of Heyworth. If the owner and/or applicant has not completed the repair in a timely manner, the Village will complete the repair at the expense of the property owner and/or applicant.</p> <p>_____ Applicant/Owner signature</p>
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<b><i>For Office Use Only:</i></b>
<i>Application Date:</i>
<i>Plan Review Fee:</i>
<i>Permit Fee:</i> <div style="text-align: right;">\$75</div>
<i>Inspection Fee:</i>
<i>Building Permit issued:</i>

# Instructions for Filling Out “Building Permit & Plan Examination Application” and Obtaining Permit

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1. A building permit shall be required prior to commencement of any demolition or construction-related activities which may include, but is not limited to, the following improvements: building additions; porches, decks, and patios; fences; gazebos; pools and hot tubs; detailed accessory structures (sheds, garages, etc.); and all structures intended for occupancy.
2. Plans or plans and specifications shall be submitted for all structures intended for occupancy.
3. A “Permit Fee” in the amount of \$75 shall be assessed for processing of all applications except for fences which is \$25.
4. A “Plan Review Fee” shall be assessed as follows: The Village Engineer shall review plans for improvements in areas zoned commercial or industrial or for residential multi-family structures of five or more units. All building plans shall also be subject to review of building code compliance and zoning code compliance by the Building Inspector; or in the event that office is vacant, by the Zoning Administrator; or in the event that office is also vacant, no fee shall be assessed. See Note 10 for the “Building Permit & Plan Examination” Fee Structure. Exception: If the valuation of the improvements is less than or equal to \$500, the Plan Review Fee may be waived.
5. An “Inspection Fee” shall be assessed as follows: If either of the offices of Building Inspector or Zoning Administrator is filled, an “Inspection Fee” shall be assessed for physical inspection of the improvements for the purpose of code compliance. See Note 10 for the Building Permit & Plan Examination Fee Structure. Exception: If the valuation of the improvements is less than or equal to \$500, the Inspection Fee may be waived.
6. The “Plan Review Fee” (if applicable) shall be due at the time that plans are submitted. The “Permit Fee” shall be due when the permit application/plans have been approved and before a permit is issued. The “Inspection Fee” (if applicable) shall be due when the permit application/plans have been approved and before a permit is issued.
7. Please make checks payable to “Village of Heyworth”.
8. The Zoning Administrator, or in the event that office is vacant, the Chairman of the Zoning Committee shall administer the review of the “Building Permit & Plan Examination Application” and any accompanying plans and

specifications. Review of the application and accompanying plans and specifications shall be completed within 14 calendar days of their receipt.

9. Approved permits shall be displayed in a location on the construction site that is visible from the street.

10. Building permits shall expire at the end of six months if work has not yet begun or six months from the time that work is suspended or abandoned. Otherwise, building permits shall expire at the end of one year or as noted on the permit. A six month extension of a permit may be granted for an additional fee of \$50.

11. If applicable, the owner must apply for the “Excavation/Utility/Curb Cut Permit Application” and receive permits before construction commences, or the owner may be assessed a fine in the amount of \$50-750/day.

12. It is the responsibility of the owner to satisfy any additional permitting requirements of the Village and of other relevant permitting authorities and to pay all costs associated with obtaining the necessary approvals to construct the proposed improvements.

13. Occupancy of any structure within the village limits shall be prohibited unless a permit for occupancy has been applied for and granted by the Village of Heyworth.

14. Fee Structure – The fees assessed for building permits shall be contingent on (1) the square footage of the improvements, (2) the applicability of plan review for a permit application, and (3) whether or not certain Village offices established for the purpose of plan review and/or inspection are currently vacant or filled. (See notes 3 and 4 above.) Exception: If the valuation of the improvements is less than or equal to \$500, the fees for Plan Review and/or Inspection may be waived.

Square Footage of Improvements	Permit Fee	Plan Review Fee (if applicable)		Inspection Fee (if applicable)
		Building Code Compliance	Village Engineer	
1,499 or less	\$75	*See Below	\$300	*See Below
1,500 to 2,499	75	\$150	300	\$150
2,500 to 2,999	75	250	300	250
3,000 to 3,499	75	300	300	300
3,500 to 3,999	75	350	300	350
4,000 to 4,499	75	400	300	400
4,500 to 4,999	75	450	300	450
5,000 or more	75	500	500	500
Fences	25	N/A	N/A	N/A

\* The fee imposed shall be determined by the multiplying the square footage of the improvements by \$.10 (i.e. 500 square foot project times \$.10 = \$50.00).

# Building Permit

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A building permit is hereby issued to \_\_\_\_\_ for the  
Owner/Applicant  
improvements consisting of \_\_\_\_\_  
Description of improvements

located at \_\_\_\_\_  
Address

by the Village of Heyworth, IL, this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.  
Day Month Year

This permit shall expire on \_\_\_\_\_, \_\_\_\_\_.  
Month Day Year  
or, the permit shall expire at the end of six months from the date issued if work  
has not yet begun or six months from the time that work is suspended or  
abandoned.

\_\_\_\_\_  
Name (printed)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title of Authorized Village Officer